



SOLICITATION NUMBER: **AID-016-18**

ISSUANCE DATE: **November 2, 2018**
CLOSING DATE/TIME: **November 16, 2018**

**SUBJECT: Solicitation for Resident Hire U.S. Personal Service Contractor (USPSC):
Monitoring and Knowledge Management Advisor**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment I, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Sean Mendoza
Supervisory Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NO: AID-016-18

2. ISSUANCE DATE: November 2, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 16, 2018, before and/or on 5:00 PM (Zambia local time)

4. POSITION TITLE: Monitoring and Knowledge Management Advisor

5. MARKET VALUE: \$75,628-\$98,317 equivalent to **GS-13**. The final compensation will be negotiated within the listed market value, based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** Please note that this solicitation is for a resident-hire USPSC. This means that apart from contributions for FICA and life & health insurance, no allowances and differentials, including housing and relocation expenses, are provided.

6. PERIOD OF PERFORMANCE: One (1) year, with four one-year option periods. Extension(s) will depend upon the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance. No PSC contract may exceed a five-year period of performance.

7. PLACE OF PERFORMANCE: USAID/Zambia, Lusaka with possible travel as stated in the Statement of Duties.

8. WHO MAY APPLY: Resident Hire USPSCs (U.S. Citizen and U.S. Permanent Green Card Holder local residents, including Eligible Family Members (EFMs) of U.S. Mission Lusaka of all agencies)

"Resident Hire U.S. Personal Services Contractor" is hereby defined as a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country (in this case, Zambia): –

- (i.) for reasons other than employment that provides for repatriation to the U. S., including (a.) with a U.S. government agency; (b.) under any U.S. government-financed contract or agreement; or (c.) under any other contract or employment arrangement; or
- (ii.) as a spouse or dependent (EFM) of a U.S. citizen with employment that provides for repatriation to the U.S., including (a.) with a U.S. government agency; (b.) under any U.S. government-financed contract or agreement; or (c.) under any other contract or employment arrangement.

9. SECURITY LEVEL REQUIRED: Facility Access: The final selected candidate must obtain Regional Security Office (RSO) Facility Access and Department of State medical clearances within a reasonable period of time (USAID will provide details regarding these

clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

10. STATEMENT OF DUTIES

A. General Statement of Purpose of the Contract

Background: The USAID/Zambia Education Office is responsible for implementing programs to support the Government of the Republic of Zambia's (GRZ) goals of increasing the access, quality, and equity of basic education. The Education Office program portfolio focuses on developing foundational academic skills that will ultimately improve learning outcomes for primary school students. Education activities specifically focus on improving reading performance for 1.4 million children in Pre-Primary through Grade 3, in seven official languages of instruction, reaching all public primary and community schools throughout five provinces. Activities will improve the quality, appropriateness, and access of teaching and learning materials, reading instructional practice, teacher supervision and coaching, and community engagement; as well as learning assessment, research, and data management. These activities are reinforced through complementary activities with USAID's Health and Democracy and Governance Offices aimed to foster early childhood development and improved service delivery.

The Monitoring and Knowledge Management Advisor provides critical project management support to USAID/Zambia's Education Office. The incumbent will provide key technical support within a dynamic team of five USAID staff (including one Foreign Service Officer and three Foreign Service Nationals), implementing partners (IP), and GRZ and donor partners engaged in the successful management of early grade reading interventions and assessment activities. S/he supports the design, procurement, and implementation of activities within the USAID Education portfolio, specifically in the areas of monitoring, research, evaluation, and reporting.

More children attend primary school in Zambia than ever before. Since school fees were abolished in 2002, Zambia has made significant gains toward ensuring near universal access to primary education. However, gains in learning achievement have not kept the pace with gains in access. Zambia's public education system remains challenged to provide quality primary education services. Results of the most recent Early Grade Reading Assessment (2016 EGRA) showed some modest gains from previous USAID investments; nevertheless, 53.8% of students in Grade 2 and 36.7% in Grade 3 were not able to read a single word.

B. Statement of Duties to be Performed

Specific responsibilities will include but are not limited to the following:

Program Planning and Management (40%). The Monitoring and Knowledge Management Advisor manages the performance monitoring, evaluation, and analysis of the USAID/Zambia education portfolio. This includes performance management of early grade reading instruction and assessment programming. The Advisor guides the Education Office in the use of monitoring data to strengthen program/project/activity performance and maximize results of USG and GRZ education programming. This position manages the planning and implementation of education-related monitoring and evaluation activities; coordinates data quality audits and reviews; provides input into activity monitoring, evaluation, research, and learning plans; and monitors implementation progress reports to ensure planned development results are achieved in an efficient, effective, and timely manner.

- Maintains expertise with current literature, research, and international best practices to improve: the quality of primary education and early grade reading performance in Zambia; program-level data gathering/validation; trend monitoring and national surveillance systems; and learning achievement assessments.
- Coordinates and provides technical advice, direction, and/or assistance to USG staff and IPs to ensure monitoring, data management, performance tracking, and analytical activities are coordinated with GRZ national plans.
- Guides the USAID Education Office to conceptualize and develop practical and effective refinements to education monitoring and performance tracking systems.
- Analyzes, documents, and interprets performance monitoring results of IPs.
- Participates with other education professionals on in-country monitoring and evaluation issues in assessing program needs and issues, develops strategies for communicating these needs, and ensures consistency in the implementation of best practices on a national level.
- Leads USAID/Zambia's Education portfolio planning, monitoring, research, evaluation, and reporting, by developing inputs to the Operational Plan, Performance Plan and Report (PPR), high-level data presentations, Performance Monitoring Plan (PMP), and other key documents. S/he provides additional support for portfolio reviews, and the design and management of other USAID strategic planning documents, such as the Country Development Cooperation Strategy (CDCS) and the Project Appraisal Document (PAD) for Education.
- Provides technical direction in procurement design and evaluation that ultimately result in a grant, contract, and/or cooperative agreement for monitoring and evaluation programs.
- Conducts regular data analyses to deepen USAID and USG understanding of programmatic results and disseminates findings both internally and externally, as appropriate.

Monitoring and Evaluation of Education Activities (40%). The Monitoring and Knowledge Management Advisor is a technical leader in establishing performance

measures, collecting and analyzing performance information, planning and managing monitoring and evaluation activities, and facilitating the management of performance information for decision-making and resource allocation. This position guides the Education Office by developing and implementing core monitoring and performance measurement activities.

- Ensures that meaningful targets and indicators are established and communicated to the Education Office, and provides an analysis of IP performance to identify key issues which inform the development of overall USAID education targets in Zambia.
- Leads quarterly, semiannual, and annual reporting for USAID partners and supports the synthesis and analysis of monitoring data for the Education Office.
- Advises Education Office staff in regular data use activities to improve evidence-based decision-making and activity management. S/he works with activity managers to ensure activity work plans include relevant and effective performance measures which ultimately lead to more accurate programming.
- Uses site visit data and information to improve quality assurance of USAID education programming. Leads the planning and execution of a USAID site visit plan, trains education team staff on site visit practices, and aggregates and analyzes data from site visits to develop concrete recommendations for partner activities in an effort to improve results.
- Supports partners in the expansion of monitoring and evaluation capacity throughout the program cycle by assisting partners in preparing their contribution to the monitoring portion of reports through regular consultations and specialized training.
- Strengthens abilities of IPs to interpret and use performance monitoring systems.
- Leads the management of evaluations, research, and special studies, and supports USAID activity managers and partners with planning, designing, and implementing their respective monitoring and evaluation plans.
- Supports the development of the evaluation plan for the Education Office by coordinating programmatic studies, and disseminates best practices to improve program efficiency and effectiveness.
- Serves as an Agreement/Contracting Officer's Representative, and/or Activity Manager for cooperative agreements, grants, and/or contracts associated with monitoring, research, and evaluation, as determined by the Education Office Director.

Coaching, Mentoring, and Data Analysis for Achieving Results (20%). The Monitoring and Knowledge Management Advisor is expected to provide expert technical advice to the USAID Education Office, education partners, and stakeholders related to the implementation of education activities in Zambia. S/he leads the use of data to inform program design, sets appropriate programmatic targets, develops indicators for the purpose of monitoring activities, and utilizes data analyses for a variety of descriptive and evaluative processes. Therefore, s/he is expected to provide advice to the development, function, and utility of education performance information to determine programmatic priorities and the harmonization of education systems at all

levels. The ability to encourage team members, add significant contribution when participating in internal and external work teams, and lead through personal example the virtues of team success, collaboration, trust, transparency, and joint responsibility is expected.

- Provides technical leadership in the development and implementation of overall monitoring and evaluation framework for project implementation in selected intervention areas.
- Collaborates closely with relevant key partner institutions, including the Ministry of General Education and the Examinations Council of Zambia, and other key national and non-governmental institutions in Zambia to: (1) Ensure optimal coordination, harmonization, and alignment of monitoring and evaluation processes, activities, and systems; (2) Strengthen and build capacity for education monitoring and evaluation within these partner institutions; and (3) Contribute to improved data information systems and data flow from the sub-national to the national level of the host country.
- Guides the development and implementation of activities to build and broaden the knowledge, capacity, and practice of effective performance monitoring at a national, sub-national (e.g. provincial), and partner level.
- Provides the USG, GRZ, and IPs with technical recommendations and expertise in the design, development, improvement, and maintenance of information systems that strengthen education service effectiveness and efficiency.
- Coordinates with the USG, GRZ, and IPs to develop, oversee preparation of, and disseminate monitoring, research, and evaluation results of education programming, including school- and national-level learning assessment data.
- Advises the USAID Education Office, government, and IPs on strategic improvements of education monitoring, research, and evaluation activities and systems, such as EMIS, that strengthen effectiveness and efficiency.

C. Position Elements

1. Supervision Received: The Monitoring and Knowledge Management Advisor reports directly to the Education Office Director.
2. Available Guidelines: Available administrative guidelines establish a broad pattern of operations that requires a frequent need to exercise judgment and interpretation, and provides an opportunity for initiative and innovation. Relevant guidelines include USAID policy (the Automated Directives System), the USG Education Strategy, and the USAID Education Policy and Implementation Guidelines, the USAID/Zambia Country Development Cooperation Strategy, Mission Orders, and other directives pertaining to performance monitoring and reporting.
3. Exercise of Judgment: The Monitoring and Knowledge Management Advisor is required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines and in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Balanced judgment

must be utilized in setting priorities. The use of initiative and discretion is expected from the incumbent in dealing with inter-agency and agency health sector personnel and other development partners to resolve problems that arise during the course of work; problems for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively with officials of the Ministries and the private sector, in overseeing implementing agency activities and coordinating multi-sectoral efforts in support of the agency and health strategic objectives.

4. **Authority to Make Commitments:** The Monitoring and Knowledge Management Advisor has no authority to make financial commitments; however, in the course of program management responsibilities s/he has authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, and reporting to the USAID Office of Acquisition and Assistance. S/he has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.
5. **Nature, Level, and Purpose of Contacts:** The Monitoring and Knowledge Management Advisor must maintain frequent internal contact with the USAID Education Office and other agency counterparts on procedural and technical matters involving data collection, data management, reporting, research, and monitoring and reporting requirements. Ongoing contact with external partners will include communication with senior-level representatives of the Ministry of General Education, the Examinations Council of Zambia, and other partner organizations to assist in providing technical assistance, explanations, and advice to ensure data quality and utilization with the purpose of improving education outcomes. Contact with staff of IPs will be for the purpose of providing guidance and direction related to protocols and procedures for data collection, validation, and monitoring and reporting activities.
6. **Supervision Exercised:** None, though the Monitoring and Knowledge Management Advisor exercises technical leadership and direction.
7. **Time Required to Perform Full Range of Duties after entry into the Position:** A qualified individual without previous USAID experience will take approximately six months to develop the knowledge, abilities, and skills required to perform the full range of duties required for this position.

II. AREA OF CONSIDERATION:

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications.”

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain Public Trust Clearance;
- Be able to obtain a Department of State medical clearance;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

General. (Class Deviation M/OAA-DEV-AIDAR-17-02c) (b) Definitions.

(5) Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country -- (i) for reasons other than employment that provides for repatriation to the U. S., including -- (A) with a U.S. government agency; (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or employment arrangement. (ii) as a spouse or dependent of a U.S. citizen with employment that provides for repatriation to the U.S., including -- (A) with a U.S. government agency; (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or employment arrangement.

12. PHYSICAL DEMANDS

The primary location of work will be on the U.S. Embassy/USAID compound in Lusaka, Zambia, with visits to field locations approximately 20% of the time. No special demands are required to perform the work.

POINT OF CONTACT: Sean Mendoza, Supervisory Executive Officer

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read:

Application: SOLICITATION #: AID-016-18 – USAID/EDU Monitoring and Knowledge Management Advisor

13. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, applicants must meet the following minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the selection criteria listed below. Applicants are required to address each of the selection criteria describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to the criteria described below, and any related considerations. Be sure to include your name and the solicitation number at the top of each additional page.

EDUCATION: Master's degree in education, health/behavioral/social sciences, public policy, statistics, demography, evaluation, or information technology, with significant coursework in quantitative and qualitative research is required. Master's degree and/or significant coursework in an education field is preferred.

WORK EXPERIENCE: A minimum of five years of progressively responsible, professional-level experience working in monitoring and evaluation of education, health, and/or social developmental programming, that includes the collection, analysis, and presentation of data and information related to the targets, indicators, and/or budgets of development projects. Demonstrated experience with information systems, database software, and statistical packages, to include the application of accounting, statistical methods, or mean proficiency, is required. Additional experience in implementing and maintaining education, health, and or socio-economic data information systems to support and evaluate education program activities is required. Experience with monitoring implementation of USG or other donor-funded programs and management information systems is preferred.

LANGUAGE: Level IV (fluent) written and oral English proficiency is required. Ability to write and edit technical documents in English and concisely summarize complex ideas is essential.

KNOWLEDGE: Strong knowledge of monitoring and evaluation methodology, data quality assurance, analysis, and reporting and best practices in data dissemination and data use is required. Strong knowledge of data management processes and tools, including web-based database systems, is also required. The ability to identify, analyze, interpret, and use data and research findings is required. Strong knowledge of the objectives and operations of the USG and/or comparative international donor programs in education and social development is required. A strong knowledge of education or other related social service information systems is preferred. A strong knowledge of the Zambian education system, EMIS, and/or comparative education systems is preferred. A solid working knowledge of team management techniques to plan, organize, and direct project teams and activities is critical to the success of this position.

SKILLS & ABILITIES: Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners. Must be able to gather, organize, interpret, analyze, and evaluate complex data and research in order to communicate findings and implement recommended actions. Must demonstrate excellent English oral and written communications skills. Demonstrated ability in the design of methods and strategies to produce, analyze, and use data, and share information with a variety of actors in different environments is also required. Ability to analyze, understand, and inform new education management information systems, education ICT program design, and management and implementation approaches is necessary. This includes the application and use of ICTs and methods for data collection, analysis, use, and reporting. Strong skills and experience in Excel, word processing, spreadsheets, and databases, and using and interpreting statistical software, such as SPSS and/or STATA, are required. Skills and

experience with GIS software and data analysis are preferred. Advanced mathematical skills, including mean proficiency, quantitative, and analytical abilities - along with a demonstrated interest in applying data to programmatic activities or projects - are highly preferred. The ability to identify priority actions and generate and complete work plans within short time frames is essential. Must be able to travel frequently outside Lusaka. Must be willing and able to adapt and perform effectively in new situations and acquire and apply new skills and information to enhance effectiveness.

II. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

I. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed.

Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor.

Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the solicitation number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

Selection will be based on the following criteria (Maximum of 100 Points):

FACTOR #1: Program Planning and Management (20 points)

- Demonstrated experience providing collaborative, technical leadership among diverse teams.
- Demonstrated knowledge of and experience applying monitoring, evaluation, research, and analysis in a developing country context.
- Demonstrated experience analyzing, interpreting, and reporting data.
- Demonstrated ability to concisely summarize technical input into actionable goals and objectives, and establish appropriate measurement indicators.
- Demonstrated flexibility and adaptability to changing work priorities and environment.

FACTOR #2: Communication (15 points)

- Demonstrated excellent writing and speaking/presentation skills in English, and in preparing analytic briefings for leaders/decision makers.
- Demonstrated ability to communicate complex technical data in an accessible and actionable manner.
- Excellent interpersonal skills, tact, and diplomacy to establish and maintain a wide range of senior-level and working-level contacts with governmental, non-governmental, and private-sector circles.
- Demonstrated ability to work effectively in teams and collaborate in an interagency setting, often under pressure of short deadlines and multiple demands.
- Demonstrated leadership ability and interpersonal skills, including flexibility, patience, facilitation, team building, and problem-solving skills in a cross-cultural environment.

FACTOR #3: Coordination and Outreach (15 points)

- Demonstrated experience working with USG and host country agencies, non-governmental organizations, donors, and the private sector.
- Demonstrated experience in relationship development, negotiation, advocacy, and consensus-building with donors and host government officials.
- Demonstrated ability to represent an organization at stakeholder events, such as meetings, conferences, and workshops.

FACTOR #4: Relevant Work Experience (10 points)

- Prior work experience with USAID or another international development agency preferred.
- Strong knowledge of monitoring and evaluation methodology, data quality assurance, analysis, reporting, and best practices in data dissemination and use.
- Ability to gather, organize, interpret, analyze, and evaluate complex data and research in order to communicate findings and implement recommended actions.
- Demonstrated experience with information systems, database software, and/or statistical software packages.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to

the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factors responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

- Factor #1: 20 points
- Factor #2: 15 points
- Factor #3: 15 points
- Factor #4: 10 points

Interview Performance: 40 points – Oral 20 points and Written 20 points

Interview questions may include the following areas:

- Interpersonal skills
- Work effectively in a team environment
- Strategy formulation and implementation
- Demonstrate ability to communicate technical information to both technical and non-technical audiences, and achieve consensus on policy, project, research, and administrative matters

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

III. APPLYING

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The Selection Committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner. .

For your application to be considered, the following documents must be submitted:

1. Letter of application/cover letter (no more than one page).
2. Eligible offerors are required to complete and submit the offer form **AID**

309-2, “Offeror Information for Personal Services Contracts,” available at <http://www.usaid.gov/forms>.

3. Current resume/Curriculum Vitae.
4. Supplemental document addressing each of the Evaluation Factors, limited to 500 words per factor, as described in Section II above.
5. Contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant’s prior work experience.
6. Applications must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**. Late, incomplete or unsigned applications will NOT be considered.
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
8. Application must be submitted **ONLY** via EXOZambiaHR@usaid.gov and the email subject must say: **SOLICITATION #: AID-016-18 – USAID/EDU Monitoring and Knowledge Management Advisor**; and
9. Please submit the application only once.

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms:

1. *Medical History and Examination Form (Department of State Forms)*
2. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Finger Print Card (FD-258)*

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits:

BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health and Life Insurance
- (c) Annual Increase (pending a satisfactory performance evaluation)
- (d) Eligibility for Worker’s Compensation

(e) Annual and Sick Leave

* Standardized Regulations (Government Civilians Foreign Areas).

* Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VI. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable State Income taxes.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-I** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.